

TRADOC Directed Tools

TOOL 1 - SIX POINT POV PROGRAM

CSA DIRECTED THAT THIS SIX POINT PROGRAM BE USED IN EVERY UNIT. IT IS THE MINIMUM STANDARD. THE MODEL POV SAFETY PROGRAM REQUIRES:

1. **COMMAND EMPHASIS:** POSITIVE LEADERSHIP AT ALL LEVELS IS IMPERATIVE. LEADER EMPHASIS ON POV SAFETY MUST BE UNRELENTING. OUR JUNIOR OFFICERS AND NON-COMMISSIONED OFFICERS SEE THEIR SOLDIERS EVERY DAY. THEY SHOULD KNOW WHERE THEIR SOLDIERS GO, WHAT THEY DO, AND THEN ASSERT POSITIVE INFLUENCE ON HOW, WHEN, AND WHERE THEY OPERATE THEIR POVS.
2. **DISCIPLINE:** OUR JUNIOR LEADERS WORK WITH THEIR SOLDIERS DAILY AND KNOW THEM WELL. SOLDIERS SOMETIMES TELEGRAPH SIGNALS THAT TRANSLATE LATER INTO ACCIDENTS. NEGATIVE BEHAVIOR SUCH AS TRAFFIC OFFENSES, ALCOHOL ABUSE, MISCONDUCT, AND POOR PERFORMANCE OFTEN ARE INDICATORS OF POTENTIAL POV ACCIDENT VICTIMS. IDENTIFY "AT RISK" SOLDIERS; COUNSEL THEM; TAKE PROACTIVE MEASURES TO MODIFY THEIR RISKY BEHAVIOR.
3. **RISK MANAGEMENT:** USE RISK MANAGEMENT. IDENTIFY HAZARDS ASSOCIATED WITH POV OPERATIONS; ASSESS THE HAZARDS; MAKE DECISIONS TO CONTROL THEM; IMPLEMENT THE CONTROLS; AND SUPERVISE EXECUTION. THE DIRECTOR OF ARMY SAFETY HAS PREPARED A POV RISK MANAGEMENT TOOLBOX FOR COMMANDERS AND LEADERS. THIS TOOLBOX PROVIDES A COMPREHENSIVE SET OF TOOLS AND CONTROLS THAT HAVE PROVED SUCCESSFUL THROUGHOUT OUR ARMY. THE TOOLBOX IS AVAILABLE AT [HTTP://SAFETY.ARMY.MIL/PAGES/POV/INDEX.HTML](http://safety.army.mil/pages/pov/index.html). USE IT. MAKE IT AVAILABLE TO LEADERS AT ALL LEVELS.
4. **STANDARDS:** SET HIGH AND UNMISTAKABLE STANDARDS. ENFORCE THEM. FOLLOW ARMY REGULATORY TRAFFIC STANDARDS. BE UNCOMPROMISING ON THE USE OF SEATBELTS AND MOTORCYCLE SAFETY EQUIPMENT. EDUCATE SOLDIERS ON THE RISKS OF SPEED, FATIGUE AND USE OF ALCOHOL. CONDUCT MANDATORY POV SAFETY INSPECTIONS AND RANDOM ROADSIDE CHECKS. EMPHASIZE THE USE OF DESIGNATED DRIVERS FOR SOCIAL EVENTS.
5. **PROVIDE ALTERNATIVES:** PROVIDE ALTERNATIVES FOR SOLDIERS TO DRIVING POVS. SCHEDULE ACTIVITIES ON POST TO KEEP SOLDIERS ON POST AND OFF THE ROAD. KEEP GYMS, RECREATION CENTERS AND OTHER PLACES SOLDIERS USE OFF-DUTY OPEN LATER. THESE SAME MEASURES ALSO CAN PROVIDE ALTERNATIVES TO ALCOHOL USE. LOOK FOR TRANSPORTATION ALTERNATIVES AS WELL. PROMOTE USE OF ALTERNATE TRANSPORTATION METHODS TO POV USE. PROMINENTLY POST PUBLIC TRANSPORTATION SCHEDULES. WHERE POSSIBLE, USE MORALE, WELFARE, AND RECREATION (MWR) SERVICES TO PROVIDE BUSES OR VANS TO TRANSPORT SOLDIERS TO THE PLACES THEY GO WHEN OFF-DUTY. ARRANGE REDUCED HOTEL RATES IN NEARBY COMMUNITIES TO

TOOL 2 - COMMAND LEAVE AND PASS PROGRAM SAMPLE MEMORANDUM

REPLY TO
ATTENTION OF:

AFZB-CG

date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Leave and Pass Programs

1. Commanders are responsible for fostering the safety of our soldiers and families. We must achieve safety in both the training and non-training environment by incorporating risk management into the planning and execution of our policies and programs. This includes reducing the risk of injury or death to soldiers and family members as a result of traffic accidents.
2. In our varied efforts to reduce the risk of traffic accidents for our soldiers and their families, two areas require renewed command attention. First, the effective execution of command leave and pass programs can aid in reducing the risk of soldiers driving while tired. Second, if physically demanding training or critical events are scheduled immediately before or after a three-day or four-day weekend, then the wise designation of start and end times for passes and leave supports driving safety.
3. A significant number of soldiers are making the high risk decision to complete long driving trips during the early morning hours at the end of a three-day or four-day weekend or to start long driving trips late in the evening at the beginning of a three-day or four-day weekend. The establishment and execution of an effective leave and pass program must be designed to prevent soldiers from driving in a sleepy condition at the beginning or end of such a trip. I am particularly concerned with soldiers driving substantial distances between 2400 hours and 0630 hours to report for the 0630 hours formation that same day.
4. I want commanders to review their leave and pass programs and incorporate the following guidance.
 - a. Ensure first and second line leaders, who personally know the soldiers best, are aware and monitoring any issues impacting on their soldiers' welfare or requirements to drive long distances to complete personal business. Execute leave and pass policies with the safety of your soldiers in mind. Grant a pass/leave or extend a pass/leave when appropriate to preclude the need for a soldier to drive long distances in a hurry.

b. In exercising command discretion to grant a regular pass up to 72 hours or a special pass up to 96 hours under provision of AR 600-8-10, consider a start time and end time for the pass to ensure the soldier is not driving after 2400 hours to complete a long trip. If a pass is granted over an extended weekend with a major federal holiday on Friday and the training holiday is given on Thursday consider specifying that the pass begins 0630 on Thursday. If Monday is the major federal holiday and the training holiday is given on Tuesday consider specifying that the pass ends at 2400 hours on Tuesday.

c. Ensure first line leaders open a dialogue with their Soldiers going on pass or leave using the Army Safety Management Information System (ASMIS-2) located at the Combat Readiness Center (CRC). Their website is located at <https://crc.army.mil>. Ensure Soldiers understand their obligations to return to their post duty location or the location from where they normally commute to duty (their home), and to accomplish this return not later than 2400 hours of the last day of approved leave or not later than the designated end time of their pass.

d. When critical and demanding training events occur immediately before or after an extended weekend, then consider specifying start and end times for pass/leave which provide time for adequate rest before departure and adequate rest before resuming duties. When possible, do not schedule such events immediately before or directly following an extended weekend. The intent is to avoid situations where soldiers begin driving while already fatigued or where soldiers drive while sleepy to return just in time for resumption of duty.

e. Ensure all motorcycle riders are identified and have read and signed the TRADOC Statement of Motorcycle/ATV Operator Requirements and Individual Responsibilities agreement.

f. Ensure all inexperienced riders obtain membership into an Army approved Motorcycle Mentorship Program.

5. Our soldiers and families are our most precious resources. This demands our commitment to reduce risks to their safety through all reasonable measures. We must ensure that safety and risk management considerations are embedded even in our leave and pass programs. Air Assault!

XXXXX
JOHN M. DOE
Major General, U.S. Army
Commanding

DISTRIBUTION:

TOOL 3 - SAFETY BRIEFING GUIDE

This briefing guide is designed to assist commanders and other leaders in briefing soldiers before departure on planned trips outside the immediate local area when soldiers are going on leave/pass. Its use is encouraged when soldiers are going on trips even if not on official leave/pass.

1. POV ACCIDENT PREVENTION POLICIES:

- Safe driving takes precedence over all travel schedules.
- Seatbelt use is mandatory.
- The consequences of drinking and driving.
- Procedure to follow in case of emergency

2. COMMON ACCIDENT CAUSES: Discuss five POV accident scenarios (attached).

3. KEY ACCIDENT PREVENTION SAFETY FACTS/INFORMATION:

a. SPEED

- Speeding/reckless driving is a prime cause of POV fatalities.
- If running late, speeding should not be an option. Call the chain of command to work something out so that safe return is assured.
- As speed increases, so does distance required to stop, risk of an accident, and severity of crash if one occurs.
- It takes the average driver 1.5 seconds to react to a hazard.

b. ALCOHOL

- Driving after drinking and while fatigued is a prime cause of POV fatalities.
- Use a designated driver if you plan to drink. Volunteer to be a designated driver if you do not intend to drink but will be with others who plan to drink.
- A person's blood alcohol concentration (BAC) can be well below the intoxication level and still cause impairment. For a 160- to 180-pound person, one beer

consumed in one hour will result in a BAC of .01-.02 percent. Inhibitions will be lessened and judgment will begin to be affected.

- A 12 ounce beer = 1 ounce of liquor (100 proof) = 4 ounces of wine

c. FATIGUE

- Schedule your trip to avoid driving during normal sleep hours.
- Ensure you are completely rested prior to departure/return from trip.
- Drivers should plan for at least a 15-minute rest stop every 2 hours.
- Limit driving to 350 miles per day or no more than 8 hours on the road.

d. GENERAL

- Stress the value of protective equipment (seatbelt systems, helmets).
- Encourage soldier to be sure sufficient funds are available to cover expenses.

Shortage of funds often leads to marathon driving.

- Avoid driving between the hours of 2300-0600. There is an increased incidence of drunk driving during late night hours.

TOOL 4 - CHAIN OF COMMAND CALLING CARD

EXAMPLE

<p>1/13 IN CHAIN OF COMMAND CALLING CARD</p> <p>Utilize This Card to Contact Unit Chain of Command in Cases of Emergency.</p> <p>Squad Leader - (334) 555-1111 Platoon Sergeant - (334) 555-2222 (Home) Platoon Leader - (334) 555-3333 (Home) 1SG - (334) 555-4444 (Home) Company Commander - (334) 555-6666 (Home) Company Orderly Room - (334) 555-7777 Billets - (334) 555-8888</p>	<p><i>Tape Local Currency for Call Here</i></p>
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1. **PURPOSE:** Provides soldier with chain of command/POC phone numbers for 24 hour use in case of emergency. Money/phone card to make a phone call or phone card (OCONUS) is also provided in case the soldier runs out of money or cannot get change/phone card for a phone.

2. **SIZE:** Business card.

3. **CONTENTS:**

- a. Unit name/insignia.
- b. Unit chain of command/POC phone numbers. Include home phone numbers of leaders so contact can be made 24 hours a day.
- c. Note that money/phone cards and numbers are to be used to contact chain of command in case of emergency.
- d. Tape local currency coin to card for phone call or attach a phone card (if local phones do not accept coins).

4. **USE:**

- a. Soldier who encounters an emergency situation can use the coin/phone card provided to call for assistance.
- b. Emergency includes any situation where safety of personnel or equipment is/or potentially might be at risk (e.g., transportation required because soldier is too tired/fatigued to drive, insufficient funds to return from leave).

c. In OCONUS, suggest the use of phone cards. Units can establish a policy for distribution of cards and reimbursement of funds if card is used.

5. REQUIREMENTS:

a. Unit Funds. Use of unit funds to provide money to tape to cards/purchase phone cards is authorized. Money/phone cards can be issued by the unit, signed for by soldier, and turned in upon reassignment.

b. Chain of Command Calling Cards. Provide each soldier in the unit with a card.

TOOL 5 - COMMANDER'S POLICY ON MOTOR VEHICLE VIOLATIONS/POV SAFETY

EXAMPLE POLICY ATTACHED

1. PURPOSE:

- a. Discourages DUI/speeding violations and repeat vehicle offenses.
- b. Establishes policy on DUI/speeding violations, repeat offenders, and allowing soldiers to drive when unlicensed/untrained or fatigued/drunken.
- c. Establishes Commander's Policy/emphasis on POV safety.

2. REQUIREMENTS:

- a. Establish Commander's Policy on POV safety and DUI/speeding violations, repeat offenses, and allowing soldiers to drive when unlicensed/untrained or fatigued/drunken.
- b. Ensure local Staff Judge Advocate (SJA) reviews the policy prior to dissemination.

SAMPLE

REPLY TO
ATTENTION OF:

Policy Memo XXX
date

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Administrative Sanctions for Driving Under the Influence (DUI) of Alcohol

1. Army commanders will take appropriate action against intoxicated drivers. If a soldier is convicted of driving under the influence of alcohol, refuses to take or fails to complete a lawfully requested test to measure alcohol content of the blood, breath or urine, or is apprehended for driving a motor vehicle when the blood alcohol content is at the statutory limit or higher for driving under the influence of alcohol or higher in the state in which the DUI offense occurred, the following actions will be taken:

a. The soldier will have their post driving privileges immediately suspended pending resolution of the DUI incident. If it is determined that the soldier refused to submit or to complete a test to measure the alcohol content or is convicted for DUI, the soldier's post driving privileges will be revoked for not less than one year.

b. The soldier will receive a general officer memorandum of reprimand to be filed IAW AR 600-37.

c. The soldier will be referred to the Alcohol and Drug Abuse Prevention and Control Program for enrollment in an appropriate track. Driving privileges will not be restored unless the soldier successfully completes the appropriate track, and if ordered by a civilian court judge, the soldier successfully completes the State DUI School.

d. If an aircrew member is on flight status, the soldier will be administratively grounded IAW AR 40-501 until the soldier's commander receives favorable recommendation from the flight surgeon and the Chief, Alcohol/Drug Abuse Division. (Recurring evaluations by a flight surgeon will be conducted on a frequency determined by his perception of the magnitude of the alcohol problems.)

2. The brigade commander and the soldier will notify SJA of the incident IAW the provisions of the DUI memorandum of reprimand standard operation procedures.

3. This memorandum supersedes Policy Memo 94-45, 3 January 1994, and will expire one year from date of publication.

JOHN M. DOE
Colonel, Aviation
Chief of Staff

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